

Issue Date: May 17, 2005

PROGRAM SOLICITATION

for a Cooperative Agreement to

**Develop and Host the 2006 and 2007 Web-Wise Conferences
In Cooperation with the Institute of Museum and Library Services**

Issued by the
Institute of Museum and Library Services
Office of Library Services
1800 M Street NW, 9th Floor
Washington, DC 20036

Proposals in response to this solicitation must be RECEIVED at the above address by 5:00 P.M, Eastern Standard Time on **Monday, July 18.**

Proposals may be sent by one of two methods: 1) by hard copy, with an original sent by either FAX to (202) 653-4601, Attention Elaina Norlin: or surface mail, PLUS 5 additional copies sent by surface mail; OR 2) by e-mail to enorlin@imls.gov PLUS one copy sent by FAX to (202) 653-4601, Attention: Elaina Norlin.

Mailed copies should be sent to the following address:

Institute of Museum and Library Services
Office of Library Services
1800 M Street NW, Room 9317
Washington, DC 20036-5802
Attention: Elaina Norlin

[The Institute of Museum and Library Services continues to experience delays in the delivery of First-class and Priority mail. In addition, contents are subject to irradiation that may damage materials. Please consider using alternative delivery services.]

For information about this solicitation, please contact: Elaina Norlin, Program Officer, Office of Library Services, Institute of Museum and Library Services, 1800 M Street NW, Room 9317, Washington, DC 20036-5802, (202) 653-4663, enorlin@imls.gov.

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The Institute of Museum and Library Services

The Institute of Museum and Library Services (IMLS) is an independent federal agency that fosters leadership, innovation, and a lifetime of learning by supporting the nation's museums and libraries. IMLS supports all types of museums, from art and history to science and zoos, and all types of libraries and archives, from public and academic to research and school. IMLS encourages collaboration and partnership between and among libraries and museums to maximize their impact and magnify the use of their resources. IMLS promotes the role of libraries and museums in serving the public. A primary focus of IMLS programs is the development of technological and digital resources and linkages among and between libraries and museums.

SECTION I. FUNDING OPPORTUNITY DESCRIPTION

I.A. Introduction

The rapid pace of technological change today poses many challenges for libraries and museums as they strive to meet the rising expectations of audiences and utilize new technologies to enhance services and develop new programs. In this solicitation IMLS invites proposals for a cooperative agreement to develop and host the 2006 and 2007 Web-Wise Conference on Libraries and Museums in the Digital World. The Web-Wise Conference highlights exemplary projects that have used federal funding to improve library and museum programs using technology. It brings together library and museum professionals from across the country, as well as nationally-recognized experts in technology from a variety of disciplines, to discuss issues of mutual concern. The Web-Wise Conference showcases the impact of federal funding in developing models and best practices, and provides input to IMLS from presenters and attendees. A goal of IMLS in supporting the conference, and in seeking a cooperating organization to assist in developing the program, is to encourage broad geographic participation and input. To achieve this goal, IMLS seeks to offer the 2006 conference on the West Coast. The 2007 conference is planned for Washington, DC. The award will be for a two-year period, with the second year of funding contingent upon successful completion of the 2006 conference, availability of federal funds, and approval of the IMLS Director.

I. B. Background

IMLS has supported the Web-Wise Conference since 2000. Cooperating organizations have included the University of Missouri at Columbia, Johns Hopkins University, and the University of Illinois at Chicago.

The conference themes and locations have been:

2000	Washington, DC	Introductory Conference
2001	Washington, DC	The Digital Divide
2002	Baltimore, MD	Building Digital Communities
2003	Washington, DC	Sustaining Digital Resources
2004	Chicago, IL	Sharing Digital Resources
2005	Washington, DC	Teaching and Learning With Digital Resources

I.C. Dates

The Web-Wise Conference dates will be scheduled between February and May, 2006, and between February and May, 2007. The Web Wise Conference dates must avoid conflicting with the dates of other major library and museum meetings.

I.D. Themes

The conference themes and programs, including speakers and agendas, for each year will be selected and planned by IMLS in collaboration with the award recipient (hereinafter the “Cooperator”). The Cooperator will also arrange for meeting logistics, preferably utilizing the services of an experienced meeting planner. Applicants may suggest potential themes and programs in their proposal. Applicants should discuss the reasons for their interest in partnering with IMLS to co-host the Web-Wise Conference and their suitability for serving in this capacity. Applicants should discuss their relationship to the library and/or museum communities and should demonstrate a thorough understanding of the technology issues currently facing libraries and museums.

I.E. Scope of Work

The Institute of Museum and Library Services (IMLS) invites proposals to develop and host the 2006 and 2007 Web-Wise Conferences. The Cooperator will make the conferences available at no charge to qualified participants. The Cooperator’s staff will work closely with IMLS while developing the 2006 and 2007 conferences.

The Cooperator will be responsible for developing and hosting the following meetings in 2006 and 2007:

- **Main Conference** The main conference includes an Opening Reception, one full day of presentations and demonstrations, and one concluding half-day of presentations and discussion. IMLS has found that the ideal days of the week are Sunday-Tuesday or Wednesday-Friday. Up to 350 participants are expected for the main conference, drawn from all sectors of the library and museum communities nationwide, and including educators, systems scientists, and other related professionals. Some international participants may be expected. No registration fees will be charged. The budget for the Main Conference should include the opening reception on the evening prior to the first day of the conference, a working lunch for participants on the first day of the conference, and continental breakfast for both days of the conference.
- **Pre-Conference Workshops** In addition to the main conference, it is anticipated that two half-day pre-conference workshops will be offered on the day prior to the opening of the main conference. Registration of 100 for each workshop is anticipated. The budget for the Pre-Conference Workshops should include continental breakfast for participants in the morning pre-conference and a working lunch for participants who register for both the morning and afternoon pre-conferences.
- **Invitational International Meeting** In 2006 only, IMLS will co-host with the Cooperator a small, two-day conference of up to 40 participants representing U.S. and international library and museum organizations, either before or after the Web-Wise main conference and pre-conferences.

It will be the responsibility of the Cooperator, in consultation with IMLS, to:

- Work collaboratively with IMLS in developing the conference themes, speakers and agenda; however, IMLS will approve the final agenda.
- In consultation with IMLS, select conference dates based upon hotel availability and other factors as appropriate, including avoiding conflicts with other major library and museum meetings.
- Arrange for conference hotel to provide meeting rooms for all sessions of the 2006 and 2007 Web-Wise Conferences and sleeping rooms at best-available rates for all participants requiring accommodations, as well as audiovisual support for sessions and catering for registered participants
- Arrange and host the Opening Reception, including provision of transportation to and from the conference hotel to the reception as required;
- Coordinate all logistics with the conference hotel;
- Publicize and promote the conference to appropriate library and museum organizations and associations;
- Create and maintain a conference Web-site including information about the conference themes, speakers, agenda and on-line registration;
- Coordinate communication with IMLS, speakers and participants;
- Arrange travel and pay expenses for speakers at best-available rates (estimated 25 speakers);
- Facilitate speakers presentations at the conference, including obtaining and pre-loading speakers' PowerPoint presentations and handout materials for dissemination to participants;
- Print program brochures (copy to be developed in collaboration with IMLS) and participant notebooks (including speakers' handouts);
- Arrange for the conference to be recorded, edited, and delivered to IMLS within two months following the conference for posting on the IMLS Web-site as conference highlights (live Webcast is not required);
- In consultation with IMLS, prepare all conference signage, participant roster and participant name badges;
- Distribute, collect, and analyze conference evaluation forms completed by participants (copy to be supplied by IMLS);
- Monitor expenditures to ensure that all are within budget and appropriate; pay incurred expenses upon IMLS approval of invoices;

I.F. Timeline (2006 Conference)

<u>Date</u>	<u>Task</u>	<u>Responsibility</u>
September 30, 2005	Cooperative Agreement Awarded	IMLS
November 15	Draft Agenda Developed	Cooperator/IMLS
December 1	Hotel/Meeting Contracts Awarded	Cooperator
December 15	Create Conference Website	Cooperator
December 15	Finalize Hotel Logistics	Cooperator
January 15	Targeted Publicity Completed	Cooperator/IMLS

Please note that the dates of the 2007 conference will be determined by the Cooperator in consultation with IMLS, contingent upon successful completion of the 2006 conference, availability of federal funds, and approval of the IMLS Director.

SECTION II. ELIGIBILITY INFORMATION

All types of libraries except federal and for-profit libraries and all types of public and not-for-profit museums are eligible. Eligible libraries include public, school, academic, special, private, archives, library agencies, and library consortia. Research libraries that are not part of a university or college are eligible, if they provide public access to services and materials suitable for scholarly research and not otherwise available to the public.

Eligible museums include aquariums, arboreta and botanical gardens, art museums, youth museums, general museums, historic houses and sites, history museums, nature centers, natural history and anthropology museums, planetariums, science and technology centers, specialized museums, zoological parks, and museum consortia. Federally operated and for-profit museums may not apply for IMLS funds.

Institutions of higher education, including public and not-for-profit universities and colleges, are eligible. Graduate schools of library and information science or museum

studies may apply as part of an institution of higher learning.

In addition, professional associations serving the museum or library field are eligible.

SECTION III. AWARD INFORMATION

III.A. IMLS anticipates awarding only one (1) Cooperative Agreement.

III.B. Awards under this program will be up to \$400,000. No cost sharing is required, but cost sharing will be considered as an evaluation factor.

III.C. The award will be for a maximum of two (2) years from date of award. Funds for the 2007 conference will be released contingent upon successful completion of the 2006 conference, availability of federal funds, and approval of the IMLS Director.

III.D. The estimated award date is mid-September 2005. IMLS will notify all applicants of final decisions. No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded.

III.E. IMLS will work closely with the recipient of the Cooperative Agreement to identify themes, speakers, and agendas for the 2006 and 2007 conferences. IMLS will also consult with the recipient of the Cooperative Agreement on other matters and activities set forth in the Scope of Work in Section I.E.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

IV.A. This solicitation provides all information needed to apply for this opportunity. See <http://www.imls.gov/grants/library/pdf/recruitformsAppl2005.pdf> for electronic versions of the face sheet and budget forms. Applicants may download and print these forms.

IV.B. Proposals in response to this solicitation must be received by 5:00 PM Eastern Standard Time on **July 18, 2005**. Proposals may be sent by one of two methods:

- 1) By hard copy, with an original sent by either FAX to (202) 653-4663, Attention: Elaina Norlin, or surface mail, PLUS 5 additional copies sent by surface mail to:
Institute of Museum and Library Services
Office of Library Services
1800 M Street NW, Room 9317
Washington, DC 20036-5802
Attention: Elaina Norlin

OR

- 2) By e-mail to enorlin@imls.gov PLUS one FAX copy to (202) 653-4601, Attention: Elaina Norlin.

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IV.C. Any proposal received after the time specified for receipt will not be considered unless (1) it was sent by surface mail and IMLS determines that the late receipt was due solely to handling by IMLS after receipt at the Institute, (2) it is the only proposal received, or (3) it offers significant cost or technical advantage, and it is received before an award determination has been made.

IV.D. In order to streamline and simplify the management of federal financial assistance, the Office of Management and Budget (OMB) has directed that all federal agencies require applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or an electronic application.

IV.E. Format

The application narrative must be no more than ten pages, and must address the proposal Evaluation Criteria listed in Section V in the order presented there, with each response numbered, and must:

- Be addressed in the order presented, and must be identified using headings, bold type, or a list of references to page or section numbers to guide reviewers in their evaluation.
- Provide sufficient information for reviewers to evaluate all Evaluation Criteria.
- Conform to the space limits of ten single-spaced, one-sided pages.

- Use 8.5 by 11 inch format
- Leave a margin of at least 0.5 inch on all sides.
- Be printed on only one side of each page.
- Have each page numbered.
- Be printed in a sans-serif, 12-point typeface with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable. Handwritten applications will not be accepted.

IV.F. Content

Signed proposals in response to the solicitation, in original and five (5) copies, shall include:

IV.F.1. A face sheet (see <http://www.ims.gov/grants/library/pdf/recruitformsAppl2005.pdf>).

IV.F.2. A narrative that includes:

- A project design covering all elements and activities listed in the Scope of Work in Section I.E.
- A project budget, including funds requested from IMLS, funds to be contributed by the applicant (including in-kind contributions), and funds to be contributed by any third parties.
- A publicity plan demonstrating sufficient resources and knowledge to publicize the conference widely to likely participants.

IV.F.3. Budget

The proposal must include a Detailed Budget for the proposed project, a Summary Budget, and a Budget Justification that explains the elements of the Detailed Budget. See budget forms at <http://www.ims.gov/grants/library/pdf/recruitformsAppl2005.pdf>. Applicants may create their own budget forms as long as all items of information included in the forms are included.

- Only costs attributable to achieving specific project activities should be included in the budget.
- The Detailed Budget should identify whether support is requested from IMLS or is contributed. All of the items listed, whether supported by award funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the award period.
- For services to be outsourced, the applicant should, whenever possible, provide

detailed bids and justification of how the proposed contractor was selected.

- The Budget Justification should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role that each person listed in the project budget will play, and should justify all proposed equipment, supplies, travel, services and other expenses.
- Resumes or vitae of no more than two pages each for all key personnel must be included.

IV.F.4. The applicant must provide a Task List that shows when each major project activity will be completed and how award funds will be expended throughout the project. The Task List must correspond to the activities described in the Narrative. It must include each major activity for which direct costs are requested from IMLS. It must indicate milestones for completion of each major project activity and show how award funds are to be spent over the course of the project.

SECTION V. APPLICATION REVIEW INFORMATION

V.A. IMLS will determine whether applicants are eligible and whether an application is complete.

V.B. All eligible and complete proposals will be competitively reviewed. The evaluation will be based on the following **Evaluation Criteria**:

V.B.1. Project design

- Extent to which the project defines the activities and services that will address the need.
- Extent to which the proposal reflects an understanding of technology as it relates to libraries and museums and to current needs of the field
- Extent to which the project reflects an understanding of general planning issues related to professional library and museum conferences,
- Extent to which the project reflects an understanding of and experience in the design, delivery, and management of such efforts.

V.B.2. Project resources: time, budget; personnel; management plan

- Extent to which the project proposes efficient, effective, and successful approaches to accomplish clear goals and objectives.
- Evidence of ability to develop, deliver, and manage the project.

- Evidence that the project activities will be effectively completed, that the applicants are capable of carrying out the project to its successful conclusion through the use and management of resources including money, facilities, equipment, and supplies, and that financial management will be sound.
- Evidence that the project personnel are qualified to accomplish project goals and activities.
- Extent to which personnel commit adequate time to manage and implement the project activities.
- Extent to which personnel demonstrate appropriate experience and expertise in the specific area the project addresses.

V.B.3. Publicity Plan

- Evidence that applicant has sufficient resources and knowledge to publicize the conference widely to likely participants.
- Evidence that a variety of appropriate media will be used to communicate information about the conference to likely.

SECTION VI. AWARD ADMINISTRATION INFORMATION

VI.A. Cooperative Agreement

The instrument that will be awarded as a result of this Program Solicitation is a Cooperative Agreement, as defined by the Federal Grant and Cooperative Agreement Act of 1977, Public Law 95-224. A Cooperative Agreement is a cost reimbursement instrument. No fee or profit (or other increment above allowable cost) is allowed.

For nonprofit organizations except colleges and universities, the provisions of Office of Management and Budget (OMB) Circulars A-110 ("Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations") and A-122 as amended, will be incorporated by reference into the Cooperative agreement.

For colleges and universities, the provisions of OMB Circulars A110 and A-21 ("Cost Principles for Educational Institution"), as amended, will be incorporated by reference into the Cooperative Agreement.

For units of state and local governments and federally recognized Indian tribal governments, the provisions of the government-wide Common Ruse issued pursuant to OMB Circular A-102 and codified by the Institute of Museum and Library Services as "Part 1183-Uniform Administrative Requirements for Grants and Cooperative Agreements," OMB Circulars A-128 ("Audits of State and Local Governments") and A-87 (Cost Principles Applicable to Grants and Contracts with State and Local Governments) will be incorporated by reference into the Cooperative Agreement.

VI.B. Terms and Conditions

Institute of Museum and Library Services Cooperative Agreements are subject to the General Terms and Conditions for Grants and Cooperative Agreements to Organizations.

Except as otherwise stated in the Program Solicitation, all terms and conditions of IMLS Librarians for the 21st Century 2005 guidelines will apply (see guidelines at <http://www.ims.gov/grants/library/pdf/recruitAppl2005.pdf>).

VI.C. Assurances and Certifications

Assurance of Compliance with Non Discrimination Requirements

By submission of a proposal, the Cooperator hereby agrees that it will execute projects, productions, workshops, and programs in accordance with the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972, where applicable. Copies of the nondiscrimination regulations identified above may be obtained by writing to the Office of Civil Rights, Institute of Museum and Library Services, 1800 M Street NW, 9th Floor. Washington, DC 20036.

Certification Concerning Debarment and Suspension

The Cooperator certifies that, as required by regulations implementing Executive Order 12549, "Debarment and Suspension," neither it nor its principals: (a) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; (b) has, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against it for commission of a fraud or a criminal offense in connection with a public (Federal, state, or local) transaction or contract under a public transaction; for violation of a Federal or state antitrust statutes; or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) is presently indicted or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in (b) of this certification; and (d) has within a three-year period preceding this proposal had any public transactions terminated for cause or default; and that it will include this clause without modification in all lower-tier covered transactions (excluding contracts under \$25,000), solicitations, and proposals.

Where the Cooperator or any lower-tier participant is unable to certify to this statement, it shall provide an explanation to the IMLS Grants and Contract Office.

Delinquent Debt Certification

The Cooperator certifies that it is not delinquent on any Federal debt or, if it is, will provide explanatory information. Examples of relevant debt include delinquent taxes, audit disallowance, and benefit overpayments.

Drug-Free Workplace Act Certification

The successful recipient of the Cooperative Agreement will also be required to provide the certification required by the Drug-Free Workplace Act of 1988 (41 USC 701 et seq.; also implemented through the Debarment and Suspension regulations).

VI.D. Reporting

It will be the responsibility of the recipient to file required reports. Interim narrative performance reports must be submitted within 30 days after the end of each six-month period for the duration of the award, except for the final six months (when final reports will be submitted within 90 days after the end of the grant period).

An annual financial status report must be submitted within 30 days after the end of the first year of the project, unless the award is for a one-year project. For one-year projects, only a final financial status report is required.

Final performance and final financial status reports must be submitted within 90 days of the close of the project period. Interim and final financial status reports must be submitted on the required forms [either SF 269, Financial Status Report (long form), or SF269A, Financial Status Report (short form)].

Failure to comply with the reporting requirements may result in the loss of current or future funding from IMLS.

SECTION VII. AGENCY CONTACTS

For information on this solicitation, write or call:

Elaina Norlin, Program Officer
Office of Library Services
Institute of Museum and Library Services
1800 M Street NW Room 9342
Washington, DC 20036-5802

Telephone: (202) 653-4663
E-mail: enorlin@imls.gov

SECTION VIII. OTHER INFORMATION

Rejection and Award

IMLS reserves the right to reject any or all proposals.